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IMPLEMENTATION UPDATE GUIDE
MEDICAL RECORDS RETIREMENT AND RETRIEVAL ENHANCEMENTS
UPDATES FROM CHCS S/W VERSION 4.6
TO CHCS S/W VERSION 4.603 + CPET
FOR MEDICAL RECORD TRACKING (MRT)

D/SIDDOMS II

CHCS II
COMPOSITE HEALTH CARE SYSTEM

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LIST OF APPENDIXES

HOW TO USE THIS DOCUMENT

The Implementation Update Guide (IUG) is a reference manual for the implementation of CHCS Version 4.604 (SMMR2). This IUG is applicable to the Medical Records Tracking subsystem.

The Table of Contents provides an outline of the information contained in this guide. The document is divided into the following sections:

1. SUMMARY OUTLINE – Brief overview of changes-this can be used as a handout to all users.

2. SUBSYSTEM CHECKLIST – This is a step-by-step list of pre and post install implementation activities.

3. CHANGES AND ENHANCEMENTS – a description of each change with subsections including an Overview, Detail of Change, and File and Table Change.

4. APPENDIXES – A training plan is included to assist sites in becoming familiar with the changes.

1. SUMMARY OUTLINE.

To support the goal of the Department of Defense (DoD) and the National Personnel Records Center (NPRC) in identifying every medical treatment record retired from a Medical Treatment Facility (MTF) to the NPRC, the CHCS Record Transfer/Retire functionality was modified in CHCS version 4.6 to create an electronic index of medical records retired to the NPRC located in St. Louis, Missouri.

The software effort for this version (4.603 + CPET (change package extended testing)) is to modify the Medical Records Retirement functionality to include an additional sort capability and to insure that NPRC can receive retirement lists electronically. The following modifications are made to support this effort:

- The Standard Record Type AMBULATORY PATIENT RECORD is renamed to Extended Ambulatory Record.

- A two-character abbreviation is added to the Standard Record Type file for each entry in the file.

- The record type file will contain a new field, Retirement Record Type, which is used when creating the Record Index.

- Users will have the ability to select a Standard Record Type on the retire index rather than a single site-defined record type as before. This will allow multiple site-defined Record Types to be included in a single record index.

- Users will have the ability to select multiple patient categories in the record index. This allows users flexibility in including several types of patients on one retire index.

- The sort order for the entries on the Record Index and Record Shipment Data file is standardized for retiring records.

- An optional fax number field is added to the Record Shipment Data screen and the ASCII file data.

- All dates contained in the Record Index screens and Shipment Data files are expanded to accommodate 4-digit years.

- The names of the Record Index and Shipment Data files in the ASCII format are modified from 2-digit to 4-digit years.

- The shipment data index is encrypted using the Data Encryption Standard (DES).

- The shipment data is now transferred electronically to the NPRC via file transfer protocol (FTP).

1.1 STANDARD RECORD TYPES FILE.

One entry in the Standard Record Types file has been changed. The Standard Record Type AMBULATORY PATIENT VISIT is renamed to EXTENDED AMBULATORY RECORD. This change is done automatically by a file conversion and requires no end user interaction to

complete. A two-character abbreviation is now added to the Standard Record Type file for each entry in the file.

These Standard Record Types are used in the menu option "Type of Record" to tie all site records to a standard name. The standard record name is used when generating a retirement list. This then gives the retirement lists flexibility in pulling all records that may fit the description of a particular type of record.

1.2   TYPE OF RECORD.

The Record Type menu option screen contains a new field, RETIREMENT RECORD TYPE that is used when creating the Record Retirement Index. This record type will only be used for the record retirement process.

1.3   CREATE A RECORD INDEX.

When users select records to retire on the index, they will now have the ability to select Standard Record Types rather than a site-defined record type. This will then allow multiple site-defined Record Types to be included in a single record index. The users will also have the ability to select multiple patient categories. This will give the users flexibility when creating an index list to retire. The sort order for the entries on the Record Index and Record Shipment Data file is now standardized for retiring records.

1.4   EDITING AND PROCESSING THE RETIRE LIST.

An optional fax number field is added to the Record Shipment Data screen and the ASCII file which is created when the retire list is processed. All dates contained in the Record Index screens and Shipment Data file screens and files are expanded to accommodate 4-digit years.
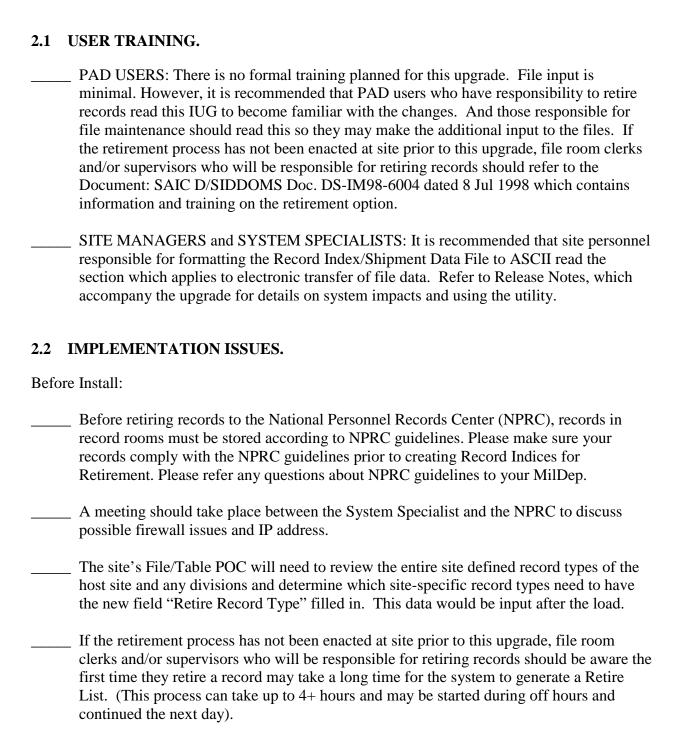
1.5   CREATING ASCII FILES FOR THE RETIRE LIST.

The names of the Record Index and Shipment Data files in the ASCII format are also modified from 2-digit to 4-digit years. The data is now encrypted using the Data Encryption Standard (DES) and the ASCII file can now be electronically sent using the file transfer protocol (FTP) capability.

2. SUBSYSTEM CHECKLIST.

The following list may be used to insure all activities are scheduled and complete for this upgrade.

2.1 USER TRAINING.

_____ PAD USERS: There is no formal training planned for this upgrade. File input is minimal. However, it is recommended that PAD users who have responsibility to retire records read this IUG to become familiar with the changes. And those responsible for file maintenance should read this so they may make the additional input to the files. If the retirement process has not been enacted at site prior to this upgrade, file room clerks and/or supervisors who will be responsible for retiring records should refer to the Document: SAIC D/SIDDOMS Doc. DS-IM98-6004 dated 8 Jul 1998 which contains information and training on the retirement option.

_____ SITE MANAGERS and SYSTEM SPECIALISTS: It is recommended that site personnel responsible for formatting the Record Index/Shipment Data File to ASCII read the section which applies to electronic transfer of file data. Refer to Release Notes, which accompany the upgrade for details on system impacts and using the utility.

2.2 IMPLEMENTATION ISSUES.

Before Install:

_____ Before retiring records to the National Personnel Records Center (NPRC), records in record rooms must be stored according to NPRC guidelines. Please make sure your records comply with the NPRC guidelines prior to creating Record Indices for Retirement. Please refer any questions about NPRC guidelines to your MilDep.

_____ A meeting should take place between the System Specialist and the NPRC to discuss possible firewall issues and IP address.

_____ The site's File/Table POC will need to review the entire site defined record types of the host site and any divisions and determine which site-specific record types need to have the new field "Retire Record Type" filled in. This data would be input after the load.

_____ If the retirement process has not been enacted at site prior to this upgrade, file room clerks and/or supervisors who will be responsible for retiring records should be aware the first time they retire a record may take a long time for the system to generate a Retire List. (This process can take up to 4+ hours and may be started during off hours and continued the next day).

2.3   INTEGRATION ISSUES.

_____ This project is released for CHCS version 4.603 CPET (Change Package Extended Testing) software. The release notes for the MRRR project will contain specific information about the set-up of the SY_ETU parameters to enable the ASCII file to be sent to the NPRC. The system manager will need to create the ASCII file and also define the new interface and schedule SY_ETU to encrypt and send the file to the NPRC.

The System Manager or Software Specialist for the site is expected to create the ASCII File for any retirement lists the site creates. Once the System Manager creates the ASCII file from the 'Format Record Index in ASCII' menu option, the file is automatically placed in the SY_ETU Export Directory. The SY_ETU software will encrypt and FTP the file to the NPRC within 24 hours of its creation.

If the electronic files are not successfully sent from the SY-ETU export directory, a mail bulletin is sent to the defined mail group. This mail group is set up via the Mail Manager. See Section 2.4 below. These users must act on any problems or the files are automatically deleted from the SY_ETU export directory.

2.4   FILE AND TABLE CHANGES.

_____ Create an 'ASCII Notification' mailgroup if that is not already set up. The system Mail Manager does this.
Menu Path: EVE→MM→MGE

_____ Add this mail group to the Application Set Up if it is not already set up. This is accomplished by using the Application Set-Up option in the Medical Records files. The person responsible for medical records files does this.
Menu Path: PAD→MRM→SD→APP

_____ Input the appropriate Retirement Record Type in the Type of Record Setup file for all site-defined record types, which would be eligible for retirement. Fetal Monitor Strips and Extended Ambulatory Records are considered inpatient type records and should have "INPATIENT" as the Retirement Record Type.
Menu Path: PAD→MRM→SD→TYS

_____ Assure the two-character abbreviation for the Standard file type has been added to the abbreviation field in the Type of Record Setup File.
Menu Path: PAD→MRM→SD→TYS

2.5   SECURITY KEYS.

There are no new Security Keys.

If the retirement process in CHCS has not been used at site, file room clerks and/or supervisors who will be responsible for retiring records will require the 'K' and 'k' File Man access. The RT TRANS-RETIRE security key, which allows access to the transfer/retire menu, should also be assigned.

The person responsible for maintaining Medical Record Tracking files must have the RT SYS security key to access the Application File Set-Up (APP) option and the Type of Record Setup file (TYS).

The System Specialist or the Data Base Administrator for CHCS would be the person responsible for assigning necessary access and keys.

3. CHANGES AND ENHANCEMENTS.

3.1 Overview of Change.

- The Record Type of AMBULATORY PATIENT VISIT has been changes to EXTENDED AMBULATORY RECORD.

- The addition of an abbreviation for each record type has been included with this software.

- The user may now assign a single Standard Record Type to several site defined records. This then allows a retirement index to include more than one site-defined record. The system will also provide the capability to select multiple patient categories on a single record index.

- All date references on retire screens and files will include a 4-digit year.

- CHCS will provide the capability to send the retire index to the NPRC electronically using the file transfer protocol (FTP) from the SY_ETU functionality. CHCS will encrypt outgoing files using the DES.

3.2 Detail of Change.

3.2.1 Standard Record Type file.

One entry in the Standard Record Types file has been changed. The Standard Record Type AMBULATORY PATIENT VISIT is renamed to EXTENDED AMBULATORY RECORD. This change is done automatically by a file conversion and requires no end user interaction to complete.

A two-character abbreviation is now added to the Standard Record Type file for each entry in the file. The standard record types in this file are not editable. The following list indicates the new abbreviations:

STANDARD RECORD TYPES LIST	ABBREVIATION
EXTENDED AMBULATORY RECORD	EA
DENTAL	DN
FAMILY ADVOCACY	FA
FETAL MONITORING STRIPS	FM
INPATIENT	IN
MENTAL HEALTH	MH
OUTPATIENT	OP
SOCIAL WORK	SA

These Standard Record Types are used in the menu option "Type of Record Setup" (see section below) to tie all site records to a standard name. The standard record name is used when generating a retirement list. This then gives the retirement lists flexibility in pulling all records that may fit the description of a particular type of record. As an example, obstetrical records would be considered an INPATIENT record and would then be included on a retirement list with INPATIENT record as the search criteria.

3.2.2   Type of Record Set Up.

The only change to this option is the addition of a new field: "Retirement Record Types". This field allows multiple values. It is used when creating the record retirement index and allows all site defined record types, which have a particular Retirement Record Type to be included on the record retirement index.

The user accesses the Type of Record option with the following menu path:

Menu Path: CA→ PAD→ MRM→ Record Room→ SD→ TYS

The new field is bolded.

<p align="center">Screen # 1</p>

```
================================================================================

RECORD TYPES:                                   RT TYPE SET-UP

Name:                            Abbreviation:
Standard Record Type:
*Retirement Record Types:     (multiple)
Can Record Be Requested?                   Is Record Temporary?:
Ask For Content Descriptor?:
Master Folder:
Multiple Volumes Allowed:
Description:
Inquiry Display Order:                     Inactivation Date:
          *Label Format Specifications*
Record Label Format:
Request Notice Format:


================================================================================
```
<p align="center">End of Screen # 1</p>

3.2.3   Create Record Index.

There are just a few changes in this software. This software will allow both transferring of records to other file areas or the retiring of records. There are no changes made to the "Transfer" capabilities of the software. The user would still see the same screen as before. All changes apply to the "Retire" functions.

Menu Path: CA→ PAD→ MRM→ Record Room→ FE→ CRI

The user is now prompted for the movement activity before entering the input screen.

      "Movement Activity:"

When the movement activity is "Retire Record", the following screen displays. There are a few changes, which are noted below this print screen.

Screen # 2
```
================================================================================

FILE ROOM: NI — INPATIENT RECORDS                 RECORD INDEX CREATE

   Record Index Parameters                        Date: 05 Jul 2000 @ 1513

   Movement Activity              :       Retire Records
   Retirement Record Type         :       Inpatient
   Destination                    :       CPR

   Date of Last Patient Activity  :       5 Jul 1998
   Patient Category               :       DEPENDENT/RETIREE

   Search Criteria                :       Terminal digit
   From                           :       00
   To                             :       99


================================================================================
```
End of Screen # 2

a. The movement Activity will not be editable once the user is in this screen.

b. The 'Type of Record' field has been renamed 'Retirement Record Type'. This is for the retirement screen only (not for the transfer screen).

- The selections for this field are limited to Standard Record Types rather than site-defined record types as before. This will allow multiple site-defined Record Types to be included in a single record index.

- All site-defined records that have the same "Retirement Record Type" indicated in the Record Type file will appear on this list

- If an "Inpatient" record is selected, CHCS will include a subsort here. The first sort is on the Inpatient Record, and then a subsort is based on the type of records under the Inpatient sort, i.e. Inpatient, Fetal Monitoring Strip, and then Extended Ambulatory Record. Make sure to populate "INPATIENT" in the Retirement Record Types field in the Record Type file for all inpatient record types.

    The Last Activity date field has been renamed to Date of Last Patient Activity.

c. All dates which display on this screen will display 4 digit years.

d.   The sort order for the retirement list, which is generated from this input screen, has been standardized and will sort according to terminal digit, patient name, and then Standard Record Type by volume number in ascending order.

3.2.4   Edit/Process Record Index.

There are a few changes to the screens in this menu option.

Menu path: PAD>MRM>FE>EPR

The user selects a previously created index and the screen processor window display. This screen reflects the same changes as listed above under Create Record Index. The user will see the Destination options as: CPR (Civilian), MPR (Military) or MRC. The choice will be made depending if the record contains Dependent or military personnel.

Screen # 3
```
================================================================================

Medical Records Transfer and Retire

MEDICAL RECORDS TRACKING                             User   : SMITH,SALLY
NI - INPATIENT RECORDS                               Created: 23 Jul 1998@1656

Movement Activity:          RETIRE RECORDS
Retirement Record Type:     Inpatient
Destination:                CPR

Date of Last Patient Activity: 23 Jul 1998
Patient Category:           DEPENDENT/RETIREE

Search Criteria:            TERMINAL DIGIT          From : 00
                                                    To   : 99


Processing Range:
From : 00
To     :20

Print     Remove     Box     Add     [Ship]     proCess     Help     eXit
Edit the Shipment Data file.


================================================================================
```
End of Screen # 3

Print: When you print the list of records to be retired, be aware the column width for the printout is 132 **not** 80. The printed report shows the site-defined record type names. The ASCII file will show the Standard Record Type name. For entries on the report that show APV, the ASCII file will display EXTENDED

AMBULATORY RECORD. For entries on the report that show FETAL MONITOR RECORDS, the ASCII file will show FETAL MONITOR STRIPS.

Remove   No changes
Box   No changes
Add   No changes
Ship: Changes are noted in the following sections.
Process: Changes are noted in the following sections.
Send: Changes are noted in the following sections.

3.2.4.1 The Shipment Data File.

When the user selects the 'Ship' action or the 'proCess' action from the screen above (and then the Edit action) another screen displays with the Shipment Data File (screen # 4 shown below). This screen has the new field "MTF POC commercial fax #:" The new field is bolded.

Screen # 4

```
================================================================================

NH PORTSMOUTH                                              22 Nov 1999@1551
                         CREATE SHIPMENT DATA FILE
MTF POC:
MTF POC E-Mail Address:

MTF POC Phone #:                              MTF POC DSN Phone #:
MTF POC commercial fax #:
User Authorizing Transfer:
Transfer Authorization Date:

Shipping MTF Address:
                    :
             City:
     Modified City:
     State:      ZIP:

Date of Last Patient Activity:
Medical Record Type:
     Disposal Authority:
     Record Type Description:

     Disposal Date:
NMC PORTSMOUTH                                             01 Mar 2000 @ 1325
          CREATE SHIPMENT DATA FILE
Shipment Volume/Total:
Important Information/Remarks:

Date Created:
Shipment Data Filename:
Record Index Filename:


================================================================================
```
End of Screen # 4

This screen will include 4 digit years for: the Patient Birth Date, Transfer Authorization Date, Date of Last Patient Activity, Record Disposal Date, Date Record Index Created, Record Index filename and Record Shipment Data filename.

3.2.4.2 The ASCII Mail Bulletin.

A bulletin is generated once the Shipment Data file is ready and the 'send' action is entered from the action bar. This is not new; however, the bulletin, which is sent to the 'ASCII FILE READY' mail group, has some additional information. The bulletin is shown below:

Bulletin # 1
```
================================================================================

This bulletin is to notify the members of the ASCII FILE READY mail group that the
Record Index and Record Shipment Data files listed below are ready to be placed in
ASCII format. Use the Format Record Index in ASCII option to perform this task.

The ASCII versions of the files will be FTP'd to the National Personnel Records
Center (NPRC) within 24 hours by the SY-ETU software.

Boxes should not be sent to the record retirement facility until accession information
has been received from the record retirement facility.

Please notify the Fileroom POC listed in this message when the file has been created.

Record Index Filename:        DISK$RAID5:[SMDMGR:APPL]MRRS0124OP2000.R01
!Shipment Data File Filename: DISK$RAID5:[SMDMGR:APPL]MRRS0124OP2000.S01

Fileroom: NI — OUTPATIENT RECORDS
Fileroom POC: SHIPPER,SUBMITTING
POC Phone #: 858-435-2345


================================================================================
```
End of Bulletin # 1

3.2.5   Create ASCII files to be sent to NPRC.

These changes are for the Site Manager or System Specialist/manager.

There are a few changes to this software, which are indicated below the screen example (screen 5), although nothing is changed in the screen itself. The ASCII file will show the Standard Record Type name. For entries on the report that show APV, the ASCII file will display EXTENDED AMBULATORY RECORD. For entries on the report that show FETAL MONITOR RECORDS, the ASCII file will show FETAL MONITOR STRIPS.

The **System manager** accesses the Format Record Index in ASCII and creates the ASCII files.

Menu Path: SM > AMM > FRI

Screen # 5
==

```
Medical Records Transfer and Retire

MEDICAL RECORDS TRACKING              User     : COX,PATRICIA
NI – OUTPATIENT RECORDS               Date/Time: 02 Mar  2000 @ 1610
NI – OUTPATIENT                          22Nov99@0946    PAC        IN
NI – OUTPATIENT                          21Dec99@1414    PAC        IN
NI – OUTPATIENT                          28Dec99@1251    VKW        OP
NI – OUTPATIENT                          30Dec99@0904    PAC        OP
NI – OUTPATIENT                          07Jan00@1100    PAC        OP


Mark            Ascii           Help            eXit
Select an item to process.
```

==
End of Screen # 5

Once the user marks an entry and selects the action 'Ascii', the ASCII files are created and are automatically placed in the SY_ETU Export directory.

- The ASCII file contains the POC commercial fax#.

- The SY_ETU software will encrypt and FTP the files to the NPRC within 24 hours of their creation.

- After successful transmission, the transmitted files are removed from the Export directory and placed in the Delete directory. Based on site aging parameters, the files in the Delete directory will be purged.

- If the files are not successfully sent, a bulletin will be triggered to the users whose e-mail addresses are defined in SY_ETU. The recipients need to investigate the reason for the failure and take corrective action. Boxes should not be shipped until notified by the NPRC to do so.

3.3   File and Table Changes.

Please see the Checklist in Section 2 for input to files.

3.4   Implementation Issues.

Please see the Checklist in Section 2 for implementation issues.

****

APPENDIX A:

FAMILIARIZATION TRAINING PLAN

****

Familiarization Training Plan

NOTE: This provides steps that can be used to Demo or practice this feature.

Transfer-Retire Menu Options:

Creating A Retire Record Index

1. Sign on to the training database
    Access: MRTRT
    Verify: MRTRTV

2. **CA→PAD→MRM→ ('Enter' Records Fileroom) →FE→CRI** (Create Record Index)
    Select RECORD MOVEMENT TYPES NAME: ***Retire Records***

```
================================================================================

FILE ROOM: NI — OUTPATIENT RECORDS         RECORD INDEX CREATE
     Record Index Parameters                    Date: 06 Jul 2000 @ 1212


================================================================
Movement Activity        :     RETIRE RECORDS
Retirement Record Type   :     INPATIENT
Destination              :     CPR

Last Activity Date       :     23 Jul 1995
Patient Category         :     Dependent / Retiree

Search Criteria          :     TERMINAL DIGIT
From                     :     00
To                       :     99


----------------------------------------------------------------
File / exit      Abort       Edit
File changes and exit.


================================================================================
```

3. Processing the Record Index

Once you file the changes you can then proceed to **EPR** - Edit / Process Record Index. The system assigns a default name for the Record Index list. The default name will contain the name of the file room you have accessed. The Name Record Index will also have the date / time stamped to avoid confusion when multiple record indices have been created. Enter the name of the index you just created.

Select RECORD TRANSFER-RETIRE LIST NAME:?? (To show the name of the record you just created).

You may modify the range of the index by entering a different FROM – TO range. This will allow you to work with a shorter list of records at a time. The system will maintain the list in the original order.

The Record Index screen you filled out to create the list will then display.

Screen

```
================================================================================

                         Medical Records Transfer and Retire

MEDICAL RECORDS TRACKING                   User  :  Doe, Jane
NI — OUTPATIENT RECORDS                    Created: 06 Jul 2000 @ 1212

Movement Activity        :     RETIRE RECORDS
Retirement Record Type   :     INPATIENT
Destination              :     NPRC

Last Activity Date       :     23 Jul 1995
Patient Category         :
      Active Duty
      Dependent / Retiree

Search Criteria          :     TERMINAL DIGIT         From: 00
                                                      To  : 99
Alpha (A) or Terminal Digit (T) Order:
From  :  00
To    :  01



Print  Remove  Box  Add  Ship  proCess  Help  eXit
Print or display the record index


================================================================================
```
End Screen

Underneath each action bar item as you move from left to right, you will see a brief explanation of that action:

Print   Print or display the record index.

Remove   Identify and remove records from the record index.

Box   Add box numbers to record index. This action allows you to select the first Medical Record that is in a box to be retired. You are able to find and mark this record. If more than one box is needed for this shipment, after you have selected the first record, if you need select a new record before you press updAte. This will update your shipment and add Box numbers to all of the records

Add   Add records to the index.

Ship   Edit the Shipment Data file. This allows you to create an electronic SF135. This is sent with your boxes to be retired

pro**C**ess   Process Shipment Data file.

Help   Ask for help.

e**X**it   Exit this option.

4. If you select the Print option and print the list, you will see a report that is similar to the one below. The report does print to 132 column:

Screen

==

* * Transfer/Retire **

TERMINAL DIGIT From: 00 To: 99

==

FMP/SSN	Patient Name	Record Type	Record Vol	PAT CAT	Last Pat Activity	Box	Patient SSN	DOB
20/245-30-0605	NEAL,CALVIN	INPATIENT	V1	A31	27 Aug 1998	1	245-30-0605	28 Oct 1934
20/245-30-0605	NEAL,CALVIN	EXTENDED AMBULATORY RECORD	V1	A31		1	245-30-0605	28 Oct 1934
02/129-62-9310	FOSSA,LEZA	INPATIENT	V1	F41	08 Jun 1998	1	802-72-0616	06 Jun 1997
30/129-62-9310	FOSSA,SUSIE	INPATIENT	V1	A41	08 Jun 1998	1	147-44-6237	25 Aug 1963
30/129-62-9310	FOSSA,SUSIE	FETAL MONITORING RECORD	V1	A41	08 Jun 1998	1	147-58-6237	25 Aug 1963
04/235-19-4121	GUMP,KAREN	INPATIENT	V1	F41	20 Aug 1998	2	303-02-6528	18 Aug 1996
31/235-19-4121	GUMP,SANDY	INPATIENT	V1	F41	20 Aug 1998	2	233-19-6731	11 Feb 1966
31/235-19-4121	GUMP,SANDY	FETAL MONITORING RECORD	V1	F41	20 Aug 1998	2	233-19-6731	11 Feb 1966
01/404-64-7111	HANKS,ALICE	INPATIENT	V1	F41	19 Nov 1998	3	272-04-2272	17 Nov 1998
31/404-64-7111	HANKS,ANN	INPATIENT	V1	F41	19 Nov 1998	3	405-82-2255	20 Apr 1967
31/404-64-7111	HANKS,ANN	FETAL MONITORING RECORD	V1	F41	19 Nov 1998	3	405-82-2255	20 Apr 1967

End Screen

5. To show the Shipment Data File and demonstrate the new field, enter 'Ship' from the action bar and then fill in the information on the screen.

The screen looks like the one on the next page:

Screen

```
================================================================================

NMC PORTSMOUTH                                      21 Jun 2001@0809
CREATE SHIPMENT DATA FILE
MTF POC:
MTF POC E-Mail Address:

MTF POC Phone #:                    MTF POC DSN Phone #:
MTF POC Commercial Fax #: (POC FAX # 18 CHARS)

User Authorizing Transfer:
Transfer Authorization Date:

Shipment MTF Address:
                    :
              City:
       Modified City:
      State:         Zip:

Date of Last Patient Activity: 21 Feb 2001
Medical Record Type:
     Disposal Authority:
     Record Type Description:

      Disposal Date:

Once this is filled in, it opens the a second screen to complete this form:

 NMC PORTSMOUTH                                      21 Jun 2001@0809
CREATE SHIPMENT DATA FILE

Shipment Volume/Total:
Important Information/Remarks:




Date Created:
Shipment Data Filename:
Record Index Filename:

================================================================================
```

End Screen

6. Once this has been completed, and you file and exit the above screen, you can process the shipment. This will notify the system specialist that the Shipment Data file is ready to be transferred to ASCII format and sent to the NPRC. The Notify key sends a notification bulletin to the ASCII FILE READY mail group. The bulletin reads as follows:

Bulletin # 1

===

This bulletin is to notify the members of the ASCII FILE READY mail group
that the Record Index and Record Shipment Data Files listed below are ready
to be place in ASCII format. Use the Format Record Index in the ASCII option
to perform this task.

The ASCII version of the files is FTP'd to the National Personnel Records
Center (NPRC) within 24 hours by the SY_ETU software.

Please notify the Fileroom POC listed in this message when the file has been
created.
Record Index Filename: DISK$RAID5 : [SMDMGR : APPL]MRRS0124OP2000.R01
Shipment Data File Filename: DISK$RAID5 : [SMDMGR : APPL]MRRS0124OP2000.R01

Fileroom: NI – OUTPATIENT RECORDS
Fileroom POC: SHIPPER, SUBMITTING
POC Phone #: 555-555-5555

===
End of Bulletin # 1

7. Create the ASCII files to be sent to NPRC.

   a. The System manager accesses the Format Record Index under the Site Manager Menu
       and creates the ASCII files.

   b. Menu Path: SM→ AMM → FRI

Screen

===

Medical Records Transfer and Retire

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MEDICAL RECORDS TRACKING                          User  : SYSTEM MANAGER
NI – OUTPATIENT RECORDS                    Date / Time: 02 Jul 2000 @ 1514
NI – OUTPATIENT    22 Nov 99 @ 0946 PAC    INP      TERM      2 ENTRIES
NI – OUTPATIENT    21 Dec 99 @ 1414 PAC    INP      ALPHA   142 ENTRIES
NI – OUTPATIENT    28 Dec 99 @ 1251 PAC    OUTP     ALPHA    57 ENTRIES
NI – OUTPATIENT    07 Jan 00 @ 1100 VKW    OUTP     TERM    102 ENTRIES
*NI – OUTPATIENT    24 Feb 00 @ 1319 LDA    OUTP     TERM     88 ENTRIES
Mark            Ascii            Help            eXit
Select an item to process.
```

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End Screen

   c. The user marks an entry and selects ASCII.

   d. This ASCII file also contains the POC commercial fax number.

   e. The ASCII files are created and are automatically placed in the SY_ETU Export directory.

f. The SY_ETU software will encrypt and FTP the files to the NPRC within 24 hours of creation. The file room user will send the boxes of the records to the NPRC upon receipt of the electronic transmission.

g. After successful transmission, the transmitted files will then be removed from the Export directory and placed in the Delete directory. Based on the site's file aging parameters, these files are purged from the Delete directory.

h. **NOTE:** If the files did not successfully transmit to the NPRC, a bulletin is triggered to the users whose e-mail addresses are defined in the SY_ETU. These recipients will then investigate the reason for the failure and take corrective action. The boxed files should not be shipped until notified by the NPRC to do so.

9. Update the retire index to indicate records are retired.

MRM-FE-EPR

Once the NPRC has notified the site that the index can be processed, the site then physically sends the boxed records and updates the status of the records to "retired" by pressing '**S**end' on the action bar in the **EPR** - Edit / Process Record Index option. This allows you to enter the date the records were shipped. It will then give you a message:

NOTE: This option will process ALL records on a record index. The record status will change from PENDING RETIREMENT to RETIRE RECORDS when a retirement index is processed. The record status will change to MOVE TO ANOTHER FILE AREA when a transfer index is processed.

Is this the correct index? NO//(Press Y then enter)

Tasking updating of records on index…